

**United States Probation/Pretrial Services
Northern District of Indiana**

Vacancy Announcement

Career Opportunity #2004/03

Opening Date:

July 1, 2004

POSITION: Chief United States Probation/Pretrial Services Officer

SALARY RANGE: \$103,405 to \$145,600 JSP 15/1 to JSP 17/10, Salary commensurate with experience (Table 53)

CLOSING DATE: *July 30, 2004*

LOCATION: Hammond, Indiana

The U.S. Probation/Pretrial Services Office for the Northern District of Indiana is conducting a nationwide search for a qualified individual for the position of Chief U.S. Probation/Pretrial Officer.

Salary and Benefits Information: Most positions in the United States District Court are classified and paid under the Judiciary Salary Plan (JSP) or the Court Personnel System (CPS). Salary is set to commensurate with experience. Federal benefits are available for most positions according to federal guidelines. All federal positions are subject to mandatory electronic funds transfer participation for payment of net pay.

The District: The Northern District of Indiana is a combined district and encompasses both, Probation and Pretrial Services. The combined office geographically consists of a 32-county area in the northern part of the state. Divisional offices are maintained in Hammond, South Bend and Fort Wayne, with Hammond being the headquarters office. Position #2004/03 is a permanent full-time position in Hammond, Indiana and incumbent must reside in the Hammond office area.

Duties and Responsibilities: The Chief U.S. Probation/Pretrial Officer is a Court Unit Executive who administers and manages Federal probation and pretrial services in the Northern District of Indiana. The position is under the direct supervision of the Chief Judge of the U.S. District Court of the Northern District of Indiana.

The incumbent must have and maintain a thorough knowledge of national and statutory policies, procedures, and administrative practices specific to the performance of the investigation and supervision of federal offenders. The incumbent is required to have a thorough knowledge of the federal judicial system. The incumbent must demonstrate progressively responsible experience in federal correctional rehabilitation programs and services for adult offender/defendant populations. The incumbent must also demonstrate leadership qualities, including strategic thinking, creativity, flexibility, vision, integrity and have a proven track record of helping employees maximize their potential and fostering high ethical standards in meeting the organization's vision, mission and goals.

The duties and responsibilities of the position include employee supervision; strategic planning; financial management, which includes contract proposals and monitoring; personnel management; agency operations; and general administrative tasks. Strong verbal and written communication skills are required. Analytical ability and good judgement are critical. The incumbent will be required to travel to the other divisional offices on a regular basis. Outstanding computer skills are necessary.

Qualifications

To qualify for a JSP 15, an applicant must have seven years of specialized experience with at least one year at or equivalent to a CL-30 or JSP 14. To qualify for a JSP 16, an applicant must have eight years of experience with at least one year at a or equivalent to a CL-31 or JSP 15. To qualify for a JSP 17, an applicant must have 9 years of experience, with at least one year at a or equivalent to JSP 16. The incumbent must have two years or more of supervisory experience. Specialized experience must include the supervision of a probation and/or pretrial unit and progressively responsible experience in the investigation, supervision, counseling of offenders in community correction or pretrial programs is required. Experience in police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience. Must be a United States citizen.

Preferences will be given to applicants who have three years or more of supervisory experience in a federal probation/pretrial setting and a master's degree in a related field. Additional computer database skills would also be helpful.

The Selection Process: The best qualified applicants will be invited for a personal interview. The Court will communicate only with those individuals who will be invited for a personal interviews. If funds are available, the Court will also authorize interview expenses for the final two candidates. Top candidates are required to attend one or two interviews as determined by the Judges of the Northern District of Indiana. Once an applicant has been selected for employment, that applicant will be subjected to a drug screening. Applicants may be subject to medical standards established by the Administrative Office of the U.S. Courts. Prior to permanent appointment, applicants new to the federal system and who are considered for this position, will undergo a full federal background investigation. In addition, the incumbent will be subject to random drug screening and updated background investigations every five years.

Application Process: Qualified applicants must provide a cover letter that addresses the qualities that he/she would bring to the position, a completed AO78-ND/IN application form, a resume, a supplemental statement, college transcripts (for a bachelor's degree and master's degree, if applicable), training/special certification history, performance evaluations from the past two years. The following supplemental statement is critical in the application process in that it allows the applicant to respond to the following knowledge, skills and abilities (referred to as KSAs) that have been identified as important for this position. Applicant should provide the supplemental statement as a single spaced, typed statement not to exceed 10 pages.

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| KSA 1: | Knowledge, skills, and abilities in the area of managing, leading, and communicating with people. |
| KSA 2: | Knowledge, skills, and ability relevant to probation, supervision, pretrial services, and presentence investigations. |
| KSA 3: | Knowledge, skills, and ability relevant to effective supervision of employees. Include experience in staff development, establishing work measurements (performance standards), monitoring, and quality control. |
| KSA 4: | Knowledge, skills, and ability in development of policy, procedures, programs and management of same. |

KSA 5: Ability to be receptive and flexible to change, new techniques, technology, etc. Describe instances in which you have demonstrated this ability.

KSA 6: Ability to manage a diverse group of individuals and work toward a common purpose. Skill in organizing processes and people.

In responding to the above KSAs, address the following situations, which apply to leadership, decision making, and communications:

- Give an example of how you designed and implemented strategies which helped maximize employee potential and fostered high ethical standards in meeting the organization's vision, mission and goals.
- Describe a time when you used strategic thinking to cope with a complex situation. What was the situation? Did things go according to plan, or did you need to adjust the plan to account for unanticipated change? If so, how did you manage?
- Give specific examples of actions you have taken in the past to ensure the flow of accurate, timely information to everyone who needed it. What specific kinds of information do you make generally available to everyone and what information is limited to certain groups or kept confidential.

Also include your answer to the following question:

If you are chosen for the position, what significant innovation or management practice would you implement?

You must submit all the information as indicated in the Application Process. Any information missing will cause the applicant to be disqualified. Submit all the information to:

Stephen Ludwig
United States District Court
304 Robert A. Grant Courthouse
204 South Main Street
South Bend, IN 46601

The resume should detail the years of specialized managerial experience in the federal probation/pretrial services system and/or a community correction setting and should include dates of employment, salary history, functions managed, and number and composition of personnel. Applicants must state clearly their experience and the corresponding time in the applicable JSP grade or CPS classification level. If you have any questions, please contact Jane Tarwacki, Personnel Specialist, Tel. # 574-246-8044. You may also view our vacancy announcement and full position description on our internet website: <http://www.innp.uscourts.gov> or <http://www.innd.uscourts.gov>

The United States District Court for the Northern District of Indiana is an equal opportunity employer.

Chief U.S. Probation/Pretrial Officer

Definition

A Chief Probation/Pretrial Services Officer manages Federal probation, parole and pretrial services within the Northern District of Indiana, which is a combined district.

Organizational Relationships

The Chief Probation/Pretrial Services Officer is under the direct supervision of the Chief Judge of the U.S. District Court of the Northern District of Indiana.

Qualifications

To qualify for a position of chief probation/pretrial officer JSP-15, 16, or 17, a person must possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	Year of Specialized Experience
15	7, plus one year of experience at or equivalent to a CL30 or JSP 14
16	8, plus one year of experience at or equivalent to a CL31 or JSP 15
17	9, plus one year of experience at or equivalent to a JSP 16

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs in such fields as probation, pretrial services, parole corrections, criminal investigation, or work in substance/addiction treatment. Three years of substance management experience may be substituted for the requirement that one of the three years of specialized experience be at or equivalent to the next lower grade. Substantial management experience is a high-level administrative experience that provided a thorough understanding of the organizational, procedural and human aspects of managing an organization. Such experience typically includes financial management, space and facilities management, oversight of information technology, and human resources functions, and long and short range planning. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialist, and correctional researcher may constitute a portion of the specialized experience.

Specialized experience must be earned after the bachelor's degree has been granted.

Experience as a police officer, FBI agent, customs agent, marshal or similar positions does not meet the requirements of specialized experience.

Educational Substitutions

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or Completion of a master's degree or two years of graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of specialized experience.

Note: A degree which relies primarily upon credit for life experience rather than academic course work is not considered as qualifying for substitution of education experience for actual work experience under this section.

The Northern District of Indiana is a combined district and encompasses both, the probation and pretrial services.

CHIEF U.S. PROBATION/PRETRIAL OFFICER

Definition

The chief probation/pretrial officer administers and manages Federal probation, parole and pretrial services within the Northern District of Indiana.

Duties and Responsibilities - Probation

Organizes the probation office to insure expeditious handling of investigative work for the courts, institutions, and parole authorities to include effective case supervision of probationers and paroles.

Reviews, analyzes, and interprets statutory, Judicial Conference, and Parole Commission requirements for the administration of probation and parole services; promulgates policies, procedures, and guidelines necessary to meet these requirements.

Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court, along with standards to insure an appropriate level of service delivery.

Selects and recommends candidates for appointment as probation officers to the Chief Judge; appoints all clerical and administrative personnel; provides specific recommendations to the court in all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines all personnel are carefully selected and adequately trained; makes certain the work of all subordinates is systematically evaluated.

Supervises the staff of the office including all clerical, professional, supervisory, and administrative personnel.

Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions; certifies vouchers for payment; and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of services, equipment, and supplies.

Establishes and administers continuing in-service training programs to insure high quality service delivery through consistent staff development.

Maintains a system of communication, enabling awareness of pertinent information at all levels; delegates decision making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability with minimal interference to service

delivery.

Maintains liaison with the chief judge and other judges; makes specific recommendations regarding court related criminal justice issues with particular emphasis on matters relating to sound sentencing practices.

Establishes and maintains cooperative relationships with other probation and pretrial services offices to assure all requests for assistance from other districts are met promptly and effectively.

Establishes and maintains cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.

Promotes and maintains conditions which encourage staff loyalty, enthusiasm, and morale.

Develops and maintains a public relations program which explains probation, parole, and other correctional services to the community; assumes responsibility for communication to the news media.

Monitors community events and issues with special attention on alleviating hazardous office and field incidents.

Administers a program of pretrial services within the district - see duties below in the Chief Pretrial Services Officer area.

Occasionally, chief probation officers may perform the duties of probation or pretrial services officers or of supervising probation or pretrial services officers.

Performs related duties as required by the court.

Duties and Responsibilities - Pretrial

Organizes the pretrial services office to insure expeditious handling of investigative work for the courts and effective supervision of persons on pretrial release.

Reviews, analyzes, and interprets statutory, Judicial Conferences, and Administrative Office requirements for the administration of pretrial services; promulgates policies, procedures, and guidelines to meet these requirements.

Maintains administrative liaison with the court of jurisdiction to include promulgating policies, procedures, and guidelines to meet the unique needs of the court along with standards to insure an appropriate level of service delivery.

Selects and recommends candidates for appointment all pretrial services officers to the Chief Judge; appoints all clerical and administrative personnel; responsible for all other personnel matters including promotions, salary increases, disciplinary actions, and dismissals; determines all personnel are adequately trained; makes certain the work of all subordinates is systematically evaluated.

Supervises the staff of the office including all clerical, professional, supervisory, and administrative personnel.

Makes estimates of personnel, space allocation, and operating allowance needs; approves requisitions, certifies vouchers for payment, and maintains appropriate fiscal controls in all matters pertaining to travel expenses and purchases of service, equipment, and supplies.

Establishes and administers continuing in-service training programs to insure high quality service delivery through staff development.

Solicits contracts for carrying out the pretrial services functions.

Maintains an effective system of communication providing pertinent information at all levels; delegates decision making responsibility at appropriate levels; provides qualitative and quantitative measures of work performance; and assures accountability in the performance of duty.

Maintains liaison with the chief judge, other judges, and magistrates; makes specific recommendations regarding court related criminal justice issues with particular emphasis on matters relating to sound pretrial release and detention practices.

Establishes and maintains cooperative relationships with other U.S. Pretrial Services and Probation Officers to assure all requests for assistance from other districts are met promptly and effectively.

Establishes and maintains cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.

Effectuates and maintains conditions which encourage staff loyalty, enthusiasm, and morale.

Develops and maintains public relations program which explains pretrial services to the community; assumes responsibility for communication to the news media under the direction of the court.

Monitors community events and issues with special attention on alleviating hazardous office and field incidents.

Coordinates local agencies which may serve as third party custodians of persons on pretrial release.

Advises the court on an ongoing basis of the eligibility, availability, and capacity of local agencies which may serve as third party custodians of persons on pretrial release.

Establishes and maintains contact with public and private agencies which provide employment and medical, legal, or social services.

Develops, implements, and maintains a system to monitor and evaluate bail activities; provides information to the court on results of bail decisions; prepares periodic reports to assist in the improvement of the bail process.

Occasionally, chief pretrial services officers may also perform the duties of a pretrial services officer in smaller districts.

Performs such other functions as required by the court.